Senior Business Support Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience of providing high level administrative in a busy frontline environment.
2. The provision of high levels of customer service.
3. Clear knowledge and ability to demonstrate discretion and handling of highly confidential information.
4. Effective verbal and written communication.
5. Experience of developing and maintaining positive working relationships with customers, officers and stakeholders.
6. Excellent organisation and time management skills whilst working to challenging deadlines.
7. Working both as part of a team and independently.
8. Excellent working knowledge of Microsoft applications and council's IT systems.
9. Experience of coaching and mentoring by providing advice and guidance.

Desirable

1. Minute taking skills and support to meetings

2. Communication skills

- Approach to prioritising work when faced with conflicting deadlines
- Approach to responding to change
- Approach to coaching and mentoring
- Approach to Customer Service

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?